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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 14<sup>th</sup> October 2024, 7pm

**Committee Members:** Cllr Aston (Chair), Cllr Gooch, Cllr A Harrison, Cllr Shorting, Cllr K Harrison, Cllr Lester, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Fairbrother (Vice Chair).

**Those Present:** Cllr Aston, Cllr Lester, Cllr Shorting, Cllr K Harrison, Cllr A Harrison, Cllr Robinson, Cllr Carr, Cllr Fairbrother, Cllr Gooch, BCllr Spikings, CCllr Dawson Cllr Judd (arrived at 19.27pm), M Hilton Clerk.

**Public:** two

**Apologies:** BCllr Rose.

#### MINUTES

#### 1. Welcome & opening remarks.

2. **To consider and approve apologies for absence:** these were approved.

3. **To declare any conflicts and pecuniary interests on any items on this month's agenda:** none declared

4. **To approve the Minutes from the last meeting:** these were approved and signed by the Chair.

#### 5. Public Forum (ten minutes only):

- A parishioner came to speak about recent collision at New Road/Tointons Road/Green Road crossroads. She said the road is not wide enough at the junction which is caused the incident. Although new signage in the area was put up in recent years this has not helped. Could traffic lights be the answer? CCllr Dawson said that this would be too expensive. CCllr Dawson will arrange a site meeting with Highways to see if anything can be improved with the crossroads. It was also said that the high and overgrown hedges in the area do not help with the situation.

#### 6. To discuss and consider the Action Log from previous meetings:

- Takeover of the cemetery from the Borough Council: no further update
- Top of Pius Drove barriers/ signage: these should be installed soon.
- Footpath opposite Three Holes Village Hall: work has started
- Finish the trod between Croft Road and Back Drove. This is completed
- Repairs to footbridge opposite Rav's Fish and Chips: no further update.

7. **To discuss the riverbank cutting:** Cllr Gooch has drafted a letter to the Middle Level Commissioners (MLC). The Council decided in its present format this could not be sent from the Council as not all the contents are factual. BCllr Spikings commented on the fact that cut reeds are clogging up the creek. The Clerk will report this to MLC. Cllr Gooch will reword the letter and issue back to the Council for review. A discussion was held again regarding having an early cut of the banks, would it be feasible to instruct a contractor to do the work?

8. **To note review of Training and Development Policy:** this was approved

9. **To discuss Financial Regulations:** the authority to spend has been increased to £1000. Placement of orders has been changed to one quote for under £1000. Item 5.7 of the regulations: No more than £85,000 should be held in any one bank or Building Society, the Clerk will contact Norfolk PTS and ask what other Councils do in this instance.

#### 10. Reports from individual Councillors, Council Groups and Clerk

- To approve Planning applications decisions: *Cllr Harrison*

Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; [upwellpc@gmail.com](mailto:upwellpc@gmail.com)

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- Planning Application Consultation 24/01564/RM. RESERVED MATTERS APPLICATION FOR : All matters including, access, scale, appearance, landscaping and layout. Self-Build - Demolish existing bungalow and replace with detached house and garage at First Bungalow Main Road Three Holes Wisbech PE14 9JR. The Upwell Council Planning Group support this application with the condition that the ridge height should not exceed that of Edina Terrace.
  - Planning Application Consultation 24/01433/F. Full planning application for proposed 2-storey dwelling and detached double garage at land W of 34 Small Lode Upwell. The Upwell Council Planning Group support this application by majority. Whilst it is recognised that the site lies only just outside the development boundary line, this piece of land has no overriding community benefit, is within an existing built environment, and does not constitute a buffer between existing dwellings. The Upwell Neighbourhood Plan Housing Policy 3 - Design, in its final statement, declares that the Policy 'does not intend to discourage innovation, which will be welcomed'. The design and landscaping accords with innovation. Whilst there is concern about surface water flooding, the application is accompanied by a detailed flood/surface water management proposal which could also benefit the immediate area if approved. The dwelling will be well screened by additional new tree and hedge planting, so will not dominate its surroundings.
  - Planning Application Consultation 24/01547/F. Block of three stables = 3- 12ft x 12ft at 65 St Peters Road Upwell Wisbech PE14 9EJ. The Upwell Council Planning Group support this application as there are no material grounds for refusal.
  - Planning Application Consultation 24/01675/F. Part two storey and part single storey side/rear extension and alterations to dwelling at 2 The Cottages Stonehouse Road Upwell WISBECH PE14 9EA. The Upwell Council Planning Group support this application as there are no material ground for refusal.  
The Council approved the decisions made.  
Cllr Gooch questioned a recent planning comment put to the Borough Council regarding the decision made being a majority. The vote was two in favour, one abstention, one against. Council and BCllr Spikings said this was indeed a majority decision.
- ii.* **To discuss a revamp of the magazine: Cllr Lester.** Limetree Printing are taking over the artwork for the magazine. Steve Carlton was thanked for his dedication and hard work over the years. This will be published in the next edition of the magazine. The revamp will include an advertiser for the whole back page to cover Limetree costs. The copy date will need to be early for the next edition so Limetree can have longer to set up the formatting (10<sup>th</sup> November) Cllr Aston asked Cllr Shorting for the Playing Field report to be completed in good time for this. The distribution of the magazines was left to two Cllrs, Cllr K Harrison volunteered to help out of this situations arises again.
- iii.* **To discuss Remembrance Sunday and the War Memorial: Cllr Lester.** A quote has been received to repair the angels fingers. This was approved by the Council. Cllr Lester will inform the conservators. Cllr Fairbrother will read the Role of Honour at the Remembrance Service; Cllr Shorting will lay the wreath. Upwell Football coaches will stop the traffic.
- iv.* **To discuss the Christmas Lights in Upwell: Cllr Robinson.** Week commencing 18<sup>th</sup> November the scaffolding will be erected. The lights will be installed the following week. Cllr Judd is arranging the tractor run and Cllr Shorting is arranging the Christingle service at the church. The switch on will be the 1<sup>st</sup> December. It was asked if the scaffolding poles could be decorated but as there are between 30 and 40 the answer was no they cannot.
- v.* **To discuss Upwell Hall maintenance: Cllr Harrison.** Cllr Harrison has been concerned that certain repairs have not been completed very quickly. This is due to the requirement of needing three quotes for anything over £500. The new Financial Regulations that have been approved should address the situation. The CIL grant for roof lanterns will be returned as the Village Hall Committee have decided against the work. Spotlights have been purchased and will be used instead.
- vi.* **To discuss GTAA 24: Cllr Lester.** Another consultation is coming up and the Council needs to provide a response. A working group of Cllrs Lester, Aston, Fairbrother and Gooch will work on this.

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- vii. **To discuss PRow: Cllr Lester.** An invoice for this year's cuttings has been received. The Clerk will now ask the County Council for the agreed figure to be paid to the Council. The quote for next year's cuttings has also been received and will be discussed at the budget setting meeting.
- viii. **To discuss New/Tointons Road junction: Cllr Lester.** Discussed under public forum.
- ix. **To note reports from Cemetery, allotment, finance, Upwell Village Hall and Low Side land Working Groups.** Nothing from Low Side, allotments or finance.

Cemetery Report: from Cllr Shorting. October 2024

Well having received a report to say the cemetery had not been cut they were reminded it was agreed they would not cut during wet weather, thus not leaving grass over gravestones etc.,

I have emailed Nurture but no response. The future as we all know is in abeyance, as far as I am aware no survey has been carried out.

Yes, we as a Parish Council have money in the cemetery account but... if we are NOT allowed to take on the cemetery in the future and Borough Council take it back our funding from burials etc., will soon become depleted. We should however push the Borough Council on repairs as two if not three pieces of tarmac are in a dreadful state through trees cracking the tarmac, the path down beside Brighty's where fencing is also leaning is cracking, these should be attended to asap. Trees at the entrance are also in a state, despite supposedly being attended to – set to close together, no light, and one was half dead. I see some branches have again fallen off. The flower bed? Left side has a privet hedge with Leylandii in the middle plus Alder growing in the middle, this again needs attention both removing - but as it still belongs to Borough Council and again should be attending to it. The Clerk said that she would ask the Borough Council but thought as we have been running the Cemetery for the last 6 years the answer would be no and the Parish Council would need to complete the works required. Quotes for cutting the trees will be obtained by Cllr Shorting and the Clerk. Also permission from the Borough Council will need to be sought as the trees are in a conservation area.

UPWELL VILLAGE HALL REPORT: from Cllr shorting. October 2024

For those of you that do not know a little progress with decorating and refurbishing, since my last report we have had the following:

Flooring laid in the disabled toilet.

Flooring laid in the hallway to ladies and disabled.

Hearing loop

Front porch has been quickly decorated and door surround but needs to be finished.

New sign.

New heaters in committee room.

I have met yet again with tradesmen, regarding the front reception counter, doors etc., and another for the bar work.

Next is to finish fascia above cellar door, and trim above front entrance etc.,

Decorate Hallway to ladies and disabled. Quotes received.

New lower ceiling and decorate front reception – with new spotlights, if we can find carpenter/decorator who would tackle both jobs. One quote received.

New extra spotlights in place of roof lights.

New flooring in front porch. Quote received,

Replace doors to disabled toilet, gents toilet and three fire doors to kitchen. Quote received.

Replace heaters in ladies and gents toilets.

EVENTS: CHRISTMAS CRAFT FAYRE – Sunday November 3rd 10- 4pm

OPEN MIC 12th November. 7 – 11.30pm

CHRISTMAS OPEN MIC 17th December. 7 – 11.30pm

- 11. **To note any Health and Safety issues:** Cllr Carr said the PRow at Workhouse Lane/School Road is overgrown and has a tree growing across the path. The signpost is also laying in a privet hedge. Cllr Lester agreed to deal with this.

Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; [upwellpc@gmail.com](mailto:upwellpc@gmail.com)

## Upwell Parish Council

### 12. Finance

i. **To note payments made since last meeting:** these were noted.

#### Payments for October 2024 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	26.00	0.00	26.00	EP	HMRC allowance for home working
Salaries	2407.80	0.00	2407.80		
Melanie Hilton				EP	95 Hours, Clerk 0 hours cemetery, 10 hours village hall
Charlotte Hilton				EP	24.5 Village Hall cleaner hours
HMRC	567.61	0.00	567.61	EP	Month 6
Nest Pension Scheme	103.62	0.00	103.62	DD	Clerks pension
Tim Dewdney				EP	18 Groundsman Hours
Kelvin Judd				EP	18 hours garden cemetery
Kathy Edwards	50.00	0.00	50.00	EP	deposit refund for allotment
Yvan Seth	50.00	0.00	50.00	EP	deposit refund for allotment
Rachel Lunn	50.00	0.00	50.00	EP	deposit refund for allotment
Upwell computer Repairs	85.00	0.00	85.00	EP	Diagnose printer issues and new printer setup
Nurture	542.88	108.58	651.46	EP	Cemetery grass cutting
JAS Electricals	1759.00	351.80	2110.80	EP	New heaters in committee room Village Hall (pd 10/10/24) CIL grant
LA Wabe Flooring	904.00	180.84	1084.84	EP	Disabled toilet and passage way flooring (CIL Grant) (pd 14/10/24)
EFS	73.98	14.80	88.78	EP	Bin bags
Gallagher	4337.04	0.00	4337.04	EP	Insurance
PKF Littlejohn	420.00	84.00	504.00	EP	External Audit 2023_2024
ASB	60.00	0.00	60.00	EP	Window Cleaning Bus stops
Cozens	108.00	21.60	129.60	SO	Street Light Maintenance
WAVE	35.24	0.00	35.24	DD	Water for Cemetery
Veolia	155.36	31.07	186.43	DD	Waste disposal
SSE	309.78	20.86	330.64	DD	Street Light Energy
<b>TOTAL</b>	<b>12,045.31</b>	<b>813.55</b>	<b>12,858.86</b>		

- ii. **To note income and expenditure balances reconciled from the previous month:** these were noted.
- iii. **To note income and expenditure balances reconciled for the Village Hall account:** these were noted.
- iv. **To note the QPAB:** this was noted.
- v. **To discuss quotes for repairs to waterside railings.** Three quotes have been received. Cllr Fairbrother will liaise with Outwell Parish Council so there is continuity with the railing through both villages. CIL grant and Parish Partnership Scheme Grants will be applied for. The contractor can start early in the new year.
- vi. **To discuss Village Hall roofing quotes.** One quote has so far been received. Awaiting two others.  
The budget setting meeting date was set for the 21<sup>st</sup> October 7pm and Upwell Village Hall.

13. **To propose any items for the next agenda:** please advise the Clerk at least a week before the next meeting date.

14. **To note the date of the next parish council meeting –** To note the date of the next meeting – 11<sup>th</sup> November at 7pm at Upwell Holes Village Hall.

15. **Close:** the meeting closed at 20:29pm

**Signed by the Chair** ..... **Date** .....

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